“Getting That Next Job”

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Resume Preparation

Do's

- Focus on results - use specific examples
- Write up separate sheet addressing KSA's
- Include your specific involvement in projects
- Make package easy to read for panel of managers

Don'ts

- Attach every certificate you've ever gotten
- Go back to your GS-3 days
- List every training class you've ever taken
- Use you job description in your resume
- Use "textbook theory" on leadership

Advice to Supervisors

Performance Evaluations & Narratives

Do's

- Include specifics (use meat & potatoes!)
- Speak to results
- Speak to attributes of individual (e.g. self-starter, "go to
  person", can handle any mission, takes on leadership ro
  action-oriented, mission focused, thrives on new challen
- Match summary rating to write-up

Don'ts

- Use evaluations to rate weaknesses
- Use acronyms
- Use faint praise

Advice to Supervisors (Cont'd)

Supervisory Evaluations Attached to Job Announcements

Do's

- Be honest
- If someone is a "4" on all elements - include written comments
- If you do include comments - include "meat & potatoes"
- Write to the person's grade level

Don'ts

- Be nice to avoid confrontation
- Use descriptives, such as:
  - "Maximizes benefits of computer technology"
  - "Keeps informed of latest trends & technology"
  - "Copes w/stress & anxiety"

Interview Tips

- Shake hands & greet each panel member!
- Display energy; enthusiasm; confidence - but not too e
- Answer the questions - use examples - speak to what y
  obstacles encountered, & the results of your actions
- Must have eye contact
- Must show initiative, flexibility, commitment

Interview Tips (Cont'd)

- Assess your environment - the people on the panel; the
- Don't assume the panel members know what you can d
  answer the questions as though no one knows you
- Talk about initiative, teamplayer, going above and beyo
  doing whatever it takes, continue learning
- Try not to be nervous…it shows!
- Show a positive attitude

Refer to Interview Tips for Success Paper

What Perspective Bosses Are Looking For

- Self Starter
- Technically competent - Broad focus
- Energetic
- Flexible & Adaptable
- Gives the extra mile - ‘above & beyond’ type qualities (not satisfied with status quo)
- Sense of urgency, commitment & dedication
- Facilitator - teamwork…organizational support - change

What Perspective Bosses Are Looking For

- Leadership potential
  - Goal Orientation
  - Seeks continuous improvement
  - Strategic Thinker
  - Strong work ethic - Mission Orientation
  - Gets things done - “go to person”
  - Contagious enthusiasm
  - Committed to helping people grow
  - Coach, Mentor, Developer
  - Relationship Builder
  - Strong management, order & discipline, process skills
  - Think corporately…act as if you “own” the business